United Nations ST/IC/2002/24

Secretariat

29 April 2002

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Arrangements for admission to the premises at United Nations Headquarters during the twenty-seventh special session of the General Assembly, 8 to 10 May 2002**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as parking, catering facilities and commercial operations, during the twenty-seventh special session of the General Assembly, to be held from 8 to 10 May 2002. The premises will be closed to the public for the period of the special session, from 5 p.m. on Tuesday, 7 May, until 9 a.m. on Saturday, 11 May. To avoid possible delays on the mornings of 8 to 10 May, staff members should arrive at Headquarters not later than 8.30 a.m. All vehicles must be removed from the garage by 8 p.m. on Tuesday, 7 May. The garage will reopen for staff members at 4 a.m. on Wednesday, 8 May. The section of First Avenue in front of the United Nations will remain open to vehicles during the special session. The two easternmost lanes will be reserved for motorcades. The western lane, in front of Ralph Bunche Park, will be available for public and private vehicular traffic.

Admission to Headquarters buildings

2. Staff members, affiliates and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations grounds pass or laissez-passer. Accredited members of non-governmental organizations are requested either to register with UNICEF for the special session or to make arrangements with the NGO Liaison Unit for access from 8-10 May in order to pursue substantive work that is unrelated to the special session. All are reminded that, in view of the need for heightened security measures, the provisions of the Secretary-General's bulletin ST/SGB/259 of 2 July 1993, regarding the wearing of identification cards, will be strictly enforced. It is the responsibility of staff members to ensure that their grounds passes are current; expired cards will be replaced by the Pass and Identification Unit of the Security and Safety Service,

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located on the ground floor of the UNITAR Building, at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's executive office. Staff members who arrive without their grounds passes will be directed to the visitors' entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass can be obtained at the information desk in the lobby of the General Assembly Building, upon verification of the staff member's identity. The hours of operation of the information desk are from 9 a.m. to 5 p.m.

Access through the delegates' entrance

3. In order to enhance security during the period of the twenty-seventh special session, from Wednesday, 8 May, through Friday, 10 May, the gate at 45th Street and First Avenue and the delegates' entrance will be reserved for exiting motorcades.

Pass and Identification Office, UNITAR Building

4. The Pass and Identification Office is located in the UNITAR Building, 801 United Nations Plaza, at the corner of 45th Street and First Avenue. For the special session, staff members and members of delegations are advised that the days and hours of operation will be as follows:

Saturday, 4 May	10 a.m.-6 p.m.
Sunday, 5 May	8 a.m.-6 p.m.
Monday, 6 May	9 a.m.-8 p.m.
Tuesday, 7 May	9 a.m.-9 p.m.
Wednesday, 8 May	7 a.m.-8 p.m.
Thursday, 9 May	8 a.m.-6 p.m.
Friday, 10 May	9 a.m.-5.30 p.m.

Special session accreditation facility, North Garden

5. A temporary centre for accreditation of media (tel. 212-963-7164 or 5934) and of non-governmental organizations (tel. 917-367-2170 or 2171) and a satellite Pass and Identification Office (tel. 212-963-2666 or 4237) will be in temporary facilities located at 48th Street within the North Garden playground. For the special session, members of the media and representatives of non-governmental organizations are advised that the days and hours of operation for each office in the temporary centre are as follows:

Non-governmental organizations facility

Saturday, 4 May	1 p.m.-5 p.m.
Sunday, 5 May	8 a.m.-12 noon
Monday, 6 May	2 p.m.-5 p.m.
Tuesday, 7 May	9 a.m.-1 p.m. and 2 p.m.-5 p.m.
Wednesday, 8 May	7 a.m.-8 p.m.

Thursday, 9 May	8 a.m.-6 p.m.
Friday, 10 May	9 a.m.-5.30 p.m.
Media facility	
Monday, 29 April, and Tuesday, 30 April	9 a.m.-4.45 p.m.
Wednesday, 1 May, to Friday, 3 May	9 a.m.-4.45 p.m.
Saturday, 4 May	10 a.m.-6 p.m.
Sunday, 5 May	10 a.m.-6 p.m.
Monday, 6 May	9 a.m.-5 p.m.
Tuesday, 7 May	9 a.m.-9 p.m.
Wednesday, 8 May	8 a.m.-5 p.m.
Thursday, 9 May	8 a.m.-5 p.m.
Friday, 10 May	8 a.m.-5 p.m.
Satellite pass and identification facility	
Saturday, 4 May	1 p.m.-5 p.m.
Sunday, 5 May	8 a.m.-6 p.m.
Monday, 6 May	9 a.m.-5 p.m.
Tuesday, 7 May	9 a.m.-9 p.m.
Wednesday, 8 May	7 a.m.-5 p.m.
Thursday, 9 May	8 a.m.-5 p.m.
Friday, 10 May	8 a.m.-5 p.m.

At the request of delegations, the Pass and Identification Office hours will be extended to accommodate members of delegations by prior arrangement with Lieutenant Joanne McCreary, at telephone number 212-963-7533.

Access for members of non-governmental organizations

6. Accredited members of non-governmental organizations with valid United Nations grounds passes who have made arrangements with the NGO Liaison Unit will be admitted via the visitors' entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer and present a United Nations identification card (Polaroid pass) showing that they have come to conduct substantive work that is unrelated to the special session.

7. Members of non-governmental organizations who are accredited and registered to attend the twenty-seventh special session will be issued a United Nations identification card (Polaroid pass) that is valid for the duration of the special session. They will be admitted through the visitors' entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer. Children under 12 years of age will not be allowed on United Nations premises during the special session. Children 12 years of age or older may access the premises provided they are accompanied by an adult, already pre-registered as representatives of a non-

governmental organization and are in possession of a United Nations identification card (Polaroid pass) issued to their organization.

Access to plenary meetings and to meetings of the Ad Hoc Committee of the Whole

8. The entire 2nd floor of the General Assembly and Conference Buildings will be designated a restricted area. Entry to the area will require an area-specific pass that allows the bearer beyond the security checkpoints.

9. A number of tickets have been arranged for non-governmental organizations to access the General Assembly Hall. For each of the six plenary meetings, there will be 50 tickets for non-governmental organizations to observe the debate from the gallery. Non-governmental organizations in possession of a valid special session Polaroid photo identification card and a 4th-floor ticket will be admitted to observe the debate from the 4th-floor balcony of the General Assembly Hall. Tickets will be used to allow 140 accredited members of non-governmental organizations access to seating reserved for them in Conference Room 2 during meetings of the Ad Hoc Committee of the Whole.

Access to the round-table meetings

10. Three round-table meetings will be held in the Economic and Social Council Chamber. Representatives of non-governmental organizations and civil society representatives invited to participate in the round-table meetings require a colour-coded pass for each round table. The colour-coded passes to the round tables will be made available through the Protocol and Liaison Service.

Round table 1:	Wednesday, 8 May	3 p.m.-6.30 p.m.
Round table 2:	Thursday, 9 May	9.30 a.m.-1 p.m.
Round table 3:	Friday, 10 May	9.30 a.m.-1 p.m.

Working space for participating non-governmental organizations/civil society actors

11. Conference Room B has been allocated to non-governmental organizations and other civil society actors for their use as office space. The administration and scheduling of this room will be handled by UNICEF.

Access to meeting rooms and distribution of materials

12. Non-governmental organizations and civil society actors that are accredited and registered to attend the special session will be able to participate in meetings and special events held in Conference Room 4, the Dag Hammarskjöld Library Auditorium and Conference Room B. Representatives of non-governmental organizations and other civil society actors are required to be in possession of a valid United Nations grounds pass to be admitted into these rooms. Printed materials can be distributed only on tables that will be situated outside Conference Room 4 and Conference Room B. Exhibits or objects for display will not be allowed on United Nations premises.

Access for members of the information media

13. Members of the media with valid United Nations grounds passes must use the visitors' entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer. Resident correspondents are exempt from screening through metal detectors and may enter via the 42nd Street entrance.

Access for interns

14. Interns with valid United Nations grounds passes will be admitted via the visitors' entrance at 46th Street and First Avenue, or through the Secretariat entrance at 42nd Street and First Avenue, where they will be required to pass through a magnetometer. To the extent that space is available, interns will be allowed seating in the visitors' gallery of the General Assembly Hall, the Council Chambers or the conference rooms.

Access to restricted areas

15. The 2nd floor of both the General Assembly Building and the Conference Building is reserved for members of delegations, staff conducting official business in the area and, in accordance with established procedures, accredited members of the information media. In all cases, valid United Nations identification will be required.

16. Access to the North Lounge and the General Assembly Hall will be permitted for the conduct of official work, only upon presentation of an area-specific pass for the twenty-seventh special session of the General Assembly, together with a United Nations grounds pass. All passes are subject to verification by security officers and must be worn in such a manner as to be easily visible.

17. The South Lounge area on the 2nd floor of the Conference Building will be included within the restricted area during the period of the special session, 8-10 May 2002.

18. To the extent that space is available, staff members and interns will be accorded access to the gallery seating areas of the General Assembly Hall and conference rooms upon presentation of their United Nations grounds passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

19. Staff members are reminded of existing security arrangements, under which all visitors on official business (maximum of five) or invited guests, including family members (maximum of three), must enter through the visitors' entrance at 46th Street and pass through a magnetometer prior to requesting admission to the Secretariat Building at the information desk. An information assistant will verify the visit with the staff member concerned before a visitor's day pass is issued. Visitors and guests must be escorted by a staff member at all times while in United Nations buildings. Visitors or guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

20. During the twenty-seventh special session, staff are urged to restrict visits by outside persons to those involving official business only. It will be the responsibility of each staff member to meet his or her guests, accompany them at all times and later escort them back to the public area in the General Assembly Building lobby. No guest will be permitted to enter restricted areas.

Tours

21. During the period from 8 to 10 May 2002, the buildings and garden will be closed to the general public and guided tours will be suspended.

Traffic in the Secretariat circle

22. Vehicular access through the gate at First Avenue and 43rd Street will be restricted to the motorcades of Heads of State/Government; no other vehicles will be allowed access to the Secretariat circle. Exceptions will, however, be made for disabled persons, upon appropriate certification by the Medical Service. Due to the evening meeting and night-time concert and reception scheduled for Thursday, 9 May, motorcades may exit the Secretariat circle through the 45th Street exit until 11.45 p.m. The regular schedule will resume on Saturday, 11 May 2002, permitting the vehicles of permanent representatives or observers to exit the Secretariat circle through the 43rd Street exit from 8 a.m. until 7 p.m.

Parking

23. Parking for staff members in the garage will be limited to those in possession of a valid parking permit. Staff members must ensure that parking permits are prominently displayed and readily visible to security officers at entry points and while the vehicles are parked on the premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations identification must leave a vehicle before it enters the premises.

24. Vehicles other than those belonging to Heads of State/Government will be required to enter the garage via the 48th Street entrance. Vehicles may leave the garage through the 42nd Street exit between 4.45 p.m. and 7 p.m., from Monday to Friday, or through the 48th Street gate, which will remain open for entry and exit 24 hours a day from Wednesday, 8 May, 4 a.m., to Friday, 10 May, 9 p.m. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

25. All vehicles entering the premises are subject to search.

Dining room, other catering facilities and commercial operations

26. The hours of service for the Delegates' Dining Room are from 11.30 a.m. to 2.30 p.m. Staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m., since the demand at 1 p.m. is usually heavy. During the twenty-seventh special session, access to the Delegates' Dining Room for lunch will be restricted to persons holding a valid United Nations grounds pass or laissez-passer. The Ex-press Bar on the 3rd floor of

the General Assembly Building may not be used for parties when the General Assembly is meeting.

27. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Café on the 4th floor, the Vendery on the 3rd floor of the General Assembly Building, the cafeteria on the 3rd floor of the UNDC-1 Building and the cafeteria located on the 1st floor of UNICEF House.

28. The hours of operation of the various facilities during the twenty-seventh special session of the General Assembly, 8-10 May 2002, will be as follows:

Cafeteria (Secretariat Building, 1st floor)

Wednesday-Friday	**8 a.m.-8.30 p.m.**

Staff Café (Conference Building, 4th floor)

Wednesday-Friday	**12 noon-3 p.m.**

Vendery (General Assembly Building, 3rd floor)

Wednesday-Friday	**Open 24 hours**

North Lounge (Conference Building, 2nd floor)

Closed 6-10 May to accommodate Head of State functions

Delegates' Dining Room (Conference Building, 4th floor)

Wednesday-Friday	**11.30 a.m.-2.30 p.m.**

Café Austria (General Assembly Building, first basement)

Wednesday-Friday	**9 a.m.-6 p.m.**

UNDC-1 cafeteria, 3rd floor

Wednesday-Friday	**8 a.m.-4 p.m.**

UNICEF cafeteria (UNICEF House, 1st floor)

Wednesday-Friday	**8.30 a.m.-4 p.m.**

Gift Centre (General Assembly Building concourse, first basement)

Wednesday-Friday	**9 a.m.-5 p.m.**

UNPA stamp counter (General Assembly Building concourse, first basement)

Wednesday-Friday	**9 a.m.-5 p.m.**

Bookshop (General Assembly Building concourse, first basement)

Wednesday-Friday	**9 a.m.-5 p.m.**